

Position: Reporting Analyst
Division: Program Management Office

The Reporting Specialist must perform provide approximately twenty standard reports bi-weekly and monthly regarding progress and exceptions of the \$1 billion Capital and Community Development program. Must coordinate with cost and schedule controls staff as well as communications and project management staff. Reports focus on status, cost and schedule activities, action items, and exceptions. Must maintain monthly website database exports and coordination between three Access/Excel databases.

Preferred candidate shall possess a BS/BA in Computer Science, Business Administration or Engineering with a minimum of two years of construction project controls experience. Candidate must be highly proficient in Crystal Reports, Primavera P6 software, cost accounting programs, Microsoft Access and and Microsoft Excel modeling.

Resumes and related correspondence should be sent to the attention of:

Mr. Vincent A. Smith – Director of Capital Projects c/o Ms. Gwen White.

Electronic correspondence should be sent to:

gpwhite@nola.gov

Correspondence via U.S. Postal Service should be sent to:

City of New Orleans
Capital Projects Administration
1300 Perdido Street, Suite 6E15
New Orleans, LA. 70112